

Department of the Army
Headquarters, U.S. Army
Industrial Operations Command
Rock Island, IL 61299-6000

IOC Memorandum 10-1

4 Sep 95

Organization and Functions

HEADQUARTERS, U.S. ARMY INDUSTRIAL OPERATIONS COMMAND (HQ,IOC) REORGANIZATIONS

Applicability. This memorandum applies to all HQ, IOC elements.

Proponent. The proponent of this memorandum is the HQ, IOC Deputy Chief of Staff (DCS) for Resource Management (AMSIO-RM) (DCSRM), Manpower and Force Management Division (AMSIO-RMM). Users are invited to send comments and suggested improvements to HQ, IOC, ATTN: AMSIO-RMM, Rock Island, IL 61299-6000, email amsio-rmm@ioc.army.mil.

Distribution. Distribution is determined by the proponent (available electronically at <http://www.ioc.army.mil/im/rcdsmgt/pubs.htm>).

Supersession Notice. None.

FOR THE COMMANDER:

Official: //SIGNED//
THOMAS F. SPRINGER
Colonel, GS
Chief of Staff

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1. Purpose. This memorandum prescribes the guidelines and procedures to reorganize within the HQ, IOC.

2. Responsibilities.

a. HQ, IOC elements will submit any reorganization proposals to AMSIO-RMM IAW the guidelines and procedures shown in this memorandum.

b. AMSIO-RMM will:

(1) Analyze and process the reorganization proposals.

(2) Implement approved reorganizations.

3. Procedures. All organization changes, including revisions to the table of distribution and allowances (TDA) and mission/ function regulation (IOCR 10-1), must be submitted to AMSIO-RMM. The following guidance and procedures are provided for organization change proposals (OCP):

a. General OCP Guidance:

(1) Organizational Realignments:

(a) Whether Commanding General (CG) directed, or a request for CG approval of a proposed OCP, an OCP package must be prepared and forwarded to AMSIO-RMM. Your OCP package should cite the authority; i.e., CG directed, etc., if any, for this change.

(b) After the review/analysis has been completed by AMSIO-RMM, including staffing, it will be forwarded to the appropriate approving authority. The approving authority will be based on the following criteria:

<1> Commanding General - If controversial, not IAW regulations, or changes cross over into other DCS's area and DCSs disagree with the changes.

<2> DCSRM - If changes cross over one or more DCS; all parties involved concur, and it is noncontroversial.

<3> Chief, AMSIO-RMM - If changes are within one DCS, there is zero difference in authorizations between current and proposed changes, no increases in high grades, and there are no more than three levels of management.

(2) Decrements/Additional Spaces:

(a) Any proposed increases/decreases to your TDA as a result of CG direction, etc., must be submitted in writing, citing authority for change along with the marked-up change.

(b) Any redistribution of TDA grades/authorizations must be submitted in writing.

(3) Other Changes:

(a) For high grades, organization must remain within its high grade cap, as assigned. There is a separate level for 13, 14, and 15 positions.

(b) All other changes, editorial, Management Decision Package, Army management structure code, etc., must be submitted to AMSIO-RMM and the TDA will be documented accordingly.

b. Specific OCP Guidance:

(1) Applicable Functional Organization:

(a) Proposed organization change submissions must contain both the TDA and 10-1 documenting the change. These documents will be marked in red to annotate all changes.

(b) An audit trail for each action is required. The OCP must include "from" and "to" organization charts, mission and function changes, and TDA manpower authorization changes, in sufficient

detail to constitute an audit trail of proposed actions.

(c) A clean copy of the revised TDA/10-1 may be submitted for final comparison purposes, but not as a substitute for an audit trail.

(d) Organization changes to HQ, IOC requiring DCSRM or CG approval will be coordinated by AMSIO-RMM.

(e) Organization changes for HQ, IOC must be signed at the DCS level.

(2) AMSIO-RMM will:

(a) Upon receipt of an OCP, review the package to assess the nature of the proposed change, and initiate the change process.

(b) If the proposal is not adequately documented (for example, inadequate description of the change proposed or audit trails), take necessary steps to obtain adequate documentation.

(c) Ensure coordination with impacted organizations has occurred, or take steps to obtain coordination.

(d) Ensure coordination with relevant staff offices (civilian personnel, military personnel, budget, union, or other offices).

(e) Ensure the proposal accomplishes what is claimed (audit for claimed reduction in, for example, supervisory positions or high grades).

(f) Establish and analyze impact on other pending organizations or related actions.

(g) Assemble relevant information and forward decision package to DCSRM or HQ, IOC CG, through established correspondence process, as required. Decision package will include relevant analysis summarized, and space for DCSRM or IOC CG to record his decision and comments. The package will include the complete original proposal.

(h) Upon receipt of DCSRM or HQ, IOC CG decision, AMSIO-RMM will take all necessary steps to implement the decision, including:

<1> Changing official relevant organization documents (current TDA, IOCR 10-1, staff directory chart, etc.).

<2> Establish and coordinate implementation of new or changed office symbols.

<3> Coordinating cost center changes.

<4> Notifying civilian and/or military personnel offices of the decision.

<5> Providing notification of decision and copies of all

supporting documents (including new TDA, new 10-1, new office symbols and cost centers to the submitting office, and other offices, as required).

END OF IOCM 10-1